

**VACANCY ANNOUNCEMENT
DEPARTMENT OF JUSTICE
UNITED STATES ATTORNEY'S OFFICE
DISTRICT OF DELAWARE**

Selections from this announcement will be made under the Federal Career Intern Program

TITLE, SERIES, GRADE: Legal Assistant, OA (Office Automation), GS-0986-5/6/7

SALARY RANGE: GS-5: \$31,554 - \$40,015 per annum*
GS-6: \$35,172 - \$45,725 per annum*
GS-7: \$39,086 - \$50,807 per annum*

*Salary range contains multiple steps. In most cases, the salary will be set at the starting end of the range.

TYPE OF APPOINTMENT: Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern may be eligible for non-competitive conversion to a career or career-conditional appointment.

PROMOTION POTENTIAL: This position has promotion potential to GS-986-7. However, any actual promotion is contingent upon the continuing need for and actual performance of higher level duties and supervisory certification that the intern has developed or is fully proficient at performing GS-7 key components of the KSA-Based Learning Objectives.

VACANCY ANNOUNCEMENT NUMBER: **08-DE-FCIP-03**

OPENING DATE: 02/8/2008
CLOSING DATE: 02/22/2008

DUTY LOCATION(S): **United States Attorney's Office, Wilmington, Delaware**

NUMBER OF VACANCIES: 1 Position*

*Based on the staffing needs of this office, additional selections may be made through this vacancy announcement. Appointments will also be contingent upon funds availability/budget.

CONTACT: Name: Judith Mraz
Phone #: 302-573-6277
TDD#: 302-573-6274
Web: <http://www.usdoj.gov/usao/de/>

Send your application package to: U.S. Attorney's Office
1007 Orange Street
P.O. Box 2046
Wilmington, DE 19899-2046
Attn: Judith Mraz

Applications must be submitted to the mailing address listed above. Mailed or hand delivered applications must be received by 4:59 p.m. Eastern Standard Time on the closing date of the announcement. Applications submitted using government postage or by facsimile will not be considered.

WHO MAY APPLY: All U.S. Citizens

DUTIES: At the full performance level, serves as a legal assistant for two to three Assistant United States Attorneys (AUSAs) by providing a wide variety of administrative, clerical and technical assistance. Typical assignments include, but are not limited to, examining, preparing, and processing a variety of technical legal documents from written or dictated instructions, some of which may be voluminous and complex in format. Reviews incoming material and determines the need for assembly and preparation of a variety of legal documents, e.g., indictments, motions, orders, pleadings, and subpoenas. Obtains needed information from files, law enforcement agencies, or other sources, and submits completed legal documents to the appropriate attorney or, in limited cases, directly to the court. Provides assistance to attorneys in trial preparation by performing duties such as independently compiling bench books, assembling jury instructions, compiling witnesses and exhibit lists. Work is typically completed/compiled using original and online legal resources to verify citations and statutory references contained in legal documents. Receives visitors and telephone callers. Maintains calendar of active cases for the assigned attorneys, tracks filings, hearing and trial dates, appointments, conferences and interviews providing reminders of commitments. Develops and maintains suspense systems for ongoing cases and is responsible for docketing -- updating and maintaining accurate and up-to-date database of case management information. Responsible for all travel arrangements to include flight, hotel and transportation, obligating funds for expenses. Reviews bills and invoices for accuracy before submitting to Budget office for payment.

1. QUALIFICATION REQUIREMENTS - Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Legal Clerical and Assistance Series issued by the Office of Personnel Management. This information is available for review on OPM's web site at <http://www.opm.gov/qualifications>.

For the GS-5 level, applicant must have 4 years of education above high school or one year of specialized experience equivalent to the GS-4 level. Specialized experience for the GS-5 level position is defined as general clerical or office experience. Specialized experience for the GS-6 level position is defined as experience examining, preparing, assembling, and/or processing a variety of legal documents. Specialized experience at the GS-7 level is knowledge of legal work and working in a legal environment such as experience examining, preparing, assembling, and/or processing a variety of technical legal documents e.g., indictments, motions, orders, pleadings, and subpoenas. Additional examples of specialized experience could be compiling bench books, assembling jury instructions, compiling witnesses and exhibit lists, etc. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Credit will be given for all appropriate qualifying experience regardless of whether compensation was received or whether the experience was gained as a part-time for full-time occupation. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

Applicants must meet all qualification requirements within six weeks of the closing date. Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

2. EVALUATION METHOD -

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. Qualified preference eligibles will be referred to selecting officials in preference order before any other qualified candidates.

KNOWLEDGE, SKILLS, AND ABILITIES:

Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). The factors are:

- A) Knowledge of legal documents, terminology, and procedure. (Give examples of your experience in recognizing the need for and preparing legal documents – listing the types of documents you have prepared.).
- B) Ability to communicate in writing.
- C) Ability to communicate orally.
- D) Knowledge of administrative procedures (making travel arrangements, maintaining supervisor's calendar, preparing T&A's, ordering office supplies and equipment.
- E) Skill in the use of automation hardware/software to produce documents. Must be able to type at least 40 words per minute and typing speed must be indicated on application.

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may adversely affect the determination that you meet minimum qualification requirements and/or your referral to the selecting official.

3. INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

Agreement - Applicants selected for the internship program will be required to sign an agreement which provides specific information regarding the program.

Individual Development Plan - Within 30 days of appointment, an intern will be placed on an Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities (KSAs) as well as any associated training and development activities required for successful completion of the internship.

Mentor - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.

Promotion - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical KSAs, and have received a rating of A Skill Level 3 (Fully Proficient) on each critical KSA of the IDP.

Conversion to Career/Career-Conditional Appointment - The federal career intern program is a two year excepted service appointment. The two years is considered a trial period and continued employment is subject to meeting all requirements of the program. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements. Training will be provided during the internship period. If you fail to satisfactorily complete the internship, your employment will be terminated.

Competitive service employees of United States Attorney's Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program with no break in service, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney's Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

4. HOW TO APPLY

- Submit an Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure Applying for a Federal Job (OF-510) outlines what is required.
- The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.asp>
- A separate narrative statement addressing the required, knowledge, skill and abilities (KSAs) listed in #2 above.
- Applicants are encouraged to provide an e-mail address in their application package. The e-mail address will be used to notify applicants on the status of their application. If no e-mail address is provided, applicants will be notified via regular mail.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15. For more information, please see the Veteran's Information Guide at <http://www.opm.gov/veterans/>

6. AGENCY REQUIREMENTS AND INFORMATION -

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

8. BENEFITS

The Federal government offers a number of exceptional benefits to its employees. The following link provides an overview of benefits that may be offered to Federal employees:

<http://www.usajobs.opm.gov/ei61.asp>.